


<div><div>City of Beverly Municipal Inspections 191 Cabot Street Beverly, MA 01915</div></div>		Required Building Permit Application Information For All Projects <u>Other Than</u> 1- and 2- Family													
Project Description	Building Permit Application	Construction Supervisor's License ¹	Home Improvement Contractor Registration ²	Workers' Compensation Insurance Affidavit ³	Construction Plans (3 copies)	Construction Control Affidavit ¹	Certified Plot Plan ⁴	Energy Mandatory Checklist ⁵	Structural Peer Review ⁶	Fire Protection Documents and Narrative ⁷	Structural Evaluation ⁸	Soil Evaluation ⁹	Program of Structural Tests & Inspections ¹⁰	AAB Compliance ¹¹	Historic Districts Approval ¹²
New building	YES	AA	NO	YES	YES	AA	YES	AA	AA	AA	NO	YES	AA	AA	AA
Addition	YES	AA	AA	YES	YES	AA	YES	AA	AA	AA	YES	YES	AA	AA	AA
Interior alteration – non- structural	YES	NO	AA	YES	YES	AA	NO	NO	NO	AA	NO	NO	NO	AA	NO
Interior alteration – structural	YES	AA	AA	YES	YES	AA	NO	NO	AA	AA	YES	AA	AA	AA	NO
Exterior alteration – non-structural	YES	NO	AA	YES	YES	AA	AA	NO	NO	AA	NO	NO	NO	AA	AA
Exterior alteration – structural	YES	AA	AA	YES	YES	AA	AA	NO	AA	AA	YES	AA	AA	AA	AA
Accessory structure greater than 120 s.f.	YES	AA	AA	YES	YES	AA	YES	AA	AA	AA	NO	AA	AA	AA	AA
HVAC	AA	AA	NO	YES	AA	AA	AA	NO	NO	NO	AA	NO	NO	NO	AA
Energy conservation devices	AA	AA	NO	YES	AA	AA	AA	NO	NO	NO	AA	NO	NO	NO	AA
Roofing	YES	AA	AA	YES	NO	AA	NO	NO	NO	NO	AA	NO	NO	NO	AA
Siding	YES	AA	AA	YES	NO	AA	NO	NO	NO	NO	NO	NO	AA	NO	AA
Landscaping	NO	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	AA	AA
Interior painting or wall covering	AA	NO	NO	YES	NO	AA	NO	NO	NO	NO	NO	NO	NO	NO	NO
Exterior painting	NO	NO	AA	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	AA
Finished flooring	YES	NO	NO	YES	NO	AA	AA	NO	NO	NO	NO	NO	NO	AA	NO
Fence or free-standing wall over 6' high	YES	NO	NO	YES	YES	AA	AA	NO	NO	NO	NO	NO	NO	NO	AA
Retaining wall over 4' high	YES	AA ¹⁴	AA	YES	YES	AA ¹⁴	AA	NO	NO	NO	NO	NO	AA	NO	AA
Replacement windows (in existing opening)	YES	NO	AA	YES	NO	AA	NO	NO	NO	NO	NO	NO	NO	NO	AA
Above ground pool	YES	NO	NO	YES	YES	NO	YES	NO	NO	NO	NO	NO	NO	AA	AA
In-ground pool	YES	NO	AA	YES	YES	NO	YES	NO	NO	NO	NO	NO	NO	AA	AA
Shutters or awnings	YES	NO	NO	YES	AA	AA	AA	NO	NO	NO	NO	NO	NO	NO	AA
Deck/Balcony	YES	AA	AA	YES	YES	AA	YES	NO	NO	NO	AA	NO	AA	AA	AA
Ground level patio, walkway, driveway	NO	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	AA	AA
Temporary tent	YES	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	AA	AA
Demolition	YES	AA	NO	YES	AA	AA	YES	NO	NO	NO	NO	NO	NO	AA	AA
Ordinary repairs	NO	NO	AA	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	AA	AA
Signage	YES	AA	AA	YES	YES	AA	AA	NO	NO	NO	AA	NO	NO	NO	AA
Change of Use	YES	NO	AA	NO	YES	AA	NO	NO	NO	AA	YES	NO	NO	AA	NO

AA = As Applicable

1.

Project is subject to construction control (an architect's/engineer's stamp is required) if the building is 35,000 cubic feet or more in volume. Additions, alterations (however minor), and changes in use to these buildings is also under construction control. For projects subject to construction control and construction supervisor's license is not required. Retaining walls less than 10 feet in height as measured from the base of the footing to the top of the wall, and buildings used exclusively for farm purposes are exempt from construction control. A Construction Supervisor/Architect/Engineer may be required for HVAC, energy conservation devices, roofing and siding if the project will affect the building structure (i.e. increased loading on a roof from a new/larger HVAC unit).

2.

Unless a homeowner (of a 3 or 4-family dwelling only) wishes to utilize the Construction Supervisor exemption. Note: for 1- and 2-family dwellings see other table.

3.

Worker's Compensation Insurance is required per MGL c 152 s 25C(6), unless exempt. Proof of insurance or statement of exemption must be submitted with building permit application.

4.

See Beverly Building Notes BN-06 for plot plan requirements.

5.

Energy Compliance Mandatory Checklist is required for new buildings and additions only, per 780 CMR 1301.8. However, for existing buildings, compliance with 780 CMR 3401 must be demonstrated. See 1301.7 for exempt buildings. R-2, R-3 and R-4 buildings, three stories or less in height must comply with Appendix J. Per 1301.8.4.1, attach a narrative report describing the HVAC, Lighting, and Electric Distribution systems, including: 1. Design Intent, 2. Basis of Design 3. Sequence of operation / systems interaction 4. Description of the systems (capacities, etc.) 5. Testing requirements / criteria acceptance 6. Requirement for submittal of operation manuals and maintenance manuals 7. Requirement for submittal of record drawings and control documents

6.

Peer review, per 780 CMR 110.11 and Appendix I, is required for buildings 5 or more stories, or are 400,000 c.f. or more in volume, or are Use group A buildings with 300 or more occupants, or are of unusual complexity.

7.

Fire protection construction documents, as well as a narrative report, (per 780 CMR 903.1.1) are required for all new fire protection systems as well as for modifications, alterations, additions or deletions to an existing fire protection system

8.

Per 780 CMR 3408.1, a structural evaluation of the existing building is required for any alteration, addition, change of use or repair that will affect the existing structure

9.

Per 1802.1, borings, test pits or other soil investigations are required for all buildings 35,000 c.f. in volume or greater. The only exceptions are one- and two-family dwellings and structures used for agricultural purposes

10.

For construction controlled projects, per 780 CMR 116.2.3: Structural Test and Inspections must be carried out in accordance with 1705.0. A program of testing and inspection must be submitted, per 1705.3. Affidavits must be submitted with permit application (110.12) that testing personnel are licensed by the BBRS.

11.

For Architectural Access Board (AAB) applicability refer to 521 CMR. Where 521 CMR is applicable, plans must clearly show compliance.

12.

Historic Districts Commission (HDC) approval is required for all exterior changes that are within a designated historic district and which are visible from a public way/space. Approval must be obtained prior to application for a building permit

13.

An architect or engineer's stamped plans are required if the wall is 10' or more in height, as measured from the bottom of the footing to the top of the wall. A construction supervisor's license is not required for cases where an architect/engineer is required